

## **Court of Appeals of Indiana**

### **1.05(f) - Job Descriptions for Court Administration**

#### **Personnel and Financial Officer**

**June 11, 1999**

#### **I. Duties**

Incumbent is responsible for the financial operations of the Court including accounting, purchasing, allocations, and disbursement of Court funds. Additionally, incumbent is responsible for personnel administration in the areas of payroll, new employee orientation, benefit administration, employment eligibility verification, and COBRA.

##### **Financial Operations**

- Maintain accurate accounting records of fund allocations and disbursements.
- Implement an automated accounting system.
- Develop and maintain accurate financial tracking systems in specific expenditure areas.
- Produce periodic (monthly and quarterly) financial reports of Court allocations and expenditures.
- Process payment of all Court bills in a timely manner through implementation of the State's Claim Voucher/Voucher Abstract system.
- Maintain strong vendor relations.
- Purchase needed supplies.
- Make initial research for purchase and/or lease of equipment and furniture.
- Prepare budget with input from Court Administrator.
- Monitor budget for proper spending, allocation and transfer.
- Develop an accurate and efficient method for inventory record, maintenance and control.
- Secure and maintain petty cash fund.
- Other duties as assigned by the Administrator.

##### **Personnel**

- Complete (bi-weekly) all necessary forms and activities for Court's payroll.
- Orient all new Court employees to State benefit programs and Court policies and procedures.
- Reply to benefit questions and implement necessary changes for all Court employees.
- Maintain current personnel roster and telephone listing.
- Track and maintain the accrual and usage of administrative employee's vacation, sick and personal days.
- Respond to all external personnel-related inquiries (i.e. employment verifications).
- Complete all Federal reports (i.e. OSHA, Bureau of Labor Statistics, etc.).
- Maintain current knowledge of COBRA requirements and prepare all necessary COBRA offerings.

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## **1.05(f) - Job Descriptions for Court Administration**

### **Personnel and Financial Officer (continued)**

- Serve as the Court's Americans with Disabilities Act (ADA) Coordinator.
- Serve as parking coordinator, maintaining accurate records of issued permits and passes and communicating problems or complaints to appropriate agencies and individuals.
- Serve as communications coordinator, handling all problems or changes with regard to telephone lines.
- Maintain working relationships with State Personnel, Auditor, and other State agency staff.
- Interface with temporary employment agencies as needed.
- Serve as the office coordinator for all personnel related programs and activities (i.e. blood drives, food drives, State Employee Community Campaign Drive).
- Resolve facilities-related complaints.
- Other duties as assigned by the Administrator.

### **II. Job Requirements**

- Knowledge and skills typically acquired through a Baccalaureate degree and related work experience.
- Working knowledge of procurement laws, rules, procedures, and forms.
- Thorough knowledge of basic business administration methods, including accounting, budgeting, and purchasing principles and procedures.
- Working knowledge of personnel rules and regulations, reporting procedures, and forms.  
Strong data processing skills; particularly experience in use of Word, Excel, Quicken, and other business software (word processing, spreadsheet, and data base environments).
- General knowledge of computer software, hardware, and associated terminology.
- Working knowledge of inventory control methods and procedures.
- General knowledge of types, characteristics, sources, and market factors of various supplies, equipment, and services.

### **III. Responsibility**

Incumbent is responsible for effective utilization of funds and maintenance of all Court fiscal records. Major procedural changes and major equipment repair or purchasing projects are discussed with the administrator, who provides guidance on program objectives or changes. Work involves analysis and application of many variables in budget preparation.

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**Personnel and Financial Officer (continued)**

Work involves analysis and application of many variables in budget preparation. Considerable judgment is necessary in areas of purchasing, budget recommendations, and personnel matters. All financial activities are performed in accordance with generally accepted accounting principles (GAAP) and State accounting guidelines.